



AN AASIS TRAINING GUIDE

Payroll Posting Report



Version Control Sheet

- **Course:** PYREPT
- **Courseware Items:** Entire course created
- **Change Summary**
Changes made to this document are summarized in the following table

Date	Change	Reason For Change	Updated Version	Pages Effected
4/3/01	Courseware developed and published			



**BEST IF PRINTED IN
SLIDE VIEW**



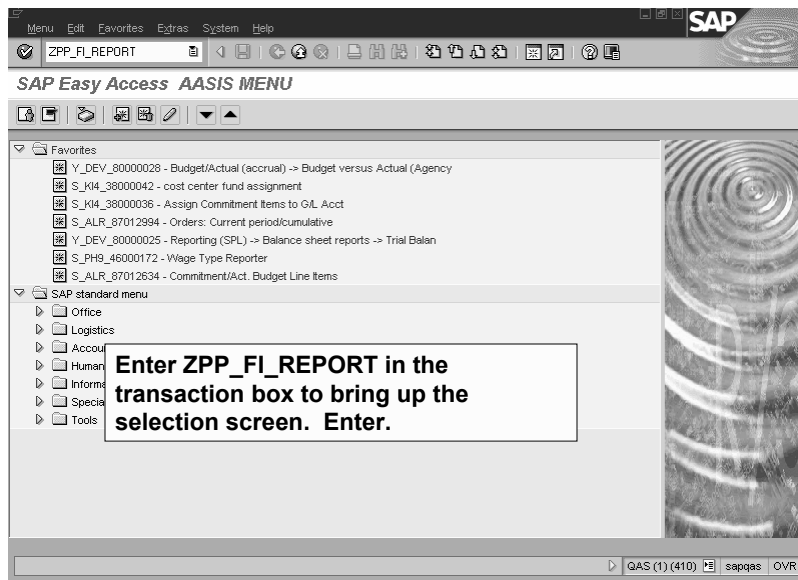
Payroll Posting Report ZPP_FI_REPORT

- Enables agencies to see the financial postings of payrolls.
- This report should make it easier to reconcile salaries and matching benefits between the Human Resource reports and the Financial reports in AASIS.
- To run this report, you will need the role of Agency HR-FI Posting Specialist.



Payroll Posting Report ZPP_FI_REPORT

- It's important to note that this report shows only the postings that come from payroll or payroll retro calculations.
- If an agency opts to make an error correction through FI instead of changing employee master data in HR to correct the funding problem, the result cannot be seen in this report.





Program Edit Goto System Help

SAP

FI Payroll Posting Report

Number of posting run to
Posting run status to
☐ Simulation run

Business area to
Funds center to
Fund to
Commitment item to
Order to

GA
Co
WE
Ve
WS

Posting document to
Document type to
Posting document status to
Document posting date to
Archive option 3

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This selection screen contains some financial terms and human resource terms that all users may not be familiar with. Each of the terms will be explained over the next few pages.



Program Edit Goto System Help

FI Payroll Posting Report

Number of posting run [] to []

Print

Number of posting run: Most of the time this field would be left blank. This field exists mainly for ASC staff use. Make an entry here if you are going to be using this report to reconcile a payroll run. The number refers to the HR Payroll Posting run, not the Financial Posting.

Posting run numbers will be provided through a bulletin board announcement as each payroll is processed.



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FI Payroll Posting Report

Number of posting run to
Posting run status to
☐ Simulation run

Posting run status: Specify the posting run status for the two selections 50 and 63. Status 50 is documents posted and status 63 is the reversal documents posted.



The screenshot shows the SAP FI Payroll Posting Report interface. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below it is a toolbar with various icons. The main title is 'FI Payroll Posting Report'. Below the title is a sub-header with icons. The main area contains a form with the following fields: 'Number of posting run' (with a value of 50), 'Posting run status' (with a value of 50), and 'Simulation run' (unchecked). To the right of these fields are 'to' fields and a 'Multiple selection' button.

Type in 50 in the first selection and click the multiple selection icon.

The screenshot shows the 'Multiple Selection for Posting run status' dialog box. It has a title bar and a menu bar with 'Single Val' and 'Ranges'. The main area contains a list of values: 50, 63, and 64. The value 63 is selected. To the right of the list is a 'Copy' button. Below the list is a 'Multiple selection...' button.

Type in 63 as the second selection on the single value tab and click copy.



Program Edit Goto System Help

FI Payroll Posting Report

Number of posting run 50 to

Posting run status 50 to

☐ Simulation run

The Multiple selection icon will turn green, indicating that a multiple selection has been made.



Program Edit Goto System Help

FI Payroll Posting Report

Number of posting run to
Posting run status to
☐ Simulation run

The next option for selection is the Simulation run check box. This would select a payroll simulation. You will only want to see real postings, so leave this box blank.



FI Payroll Posting Report

You may enter the business area for your agency and/or fund or funds centers depending on how much detail you need to see in the reporting results.

☐ Simulation run

Business area		to		
Funds center		to		
Fund		to		

Business area: Enter the Business area for the agency that you wish to view.

Funds center: Enter the appropriation code for the legal authority to spend that the payroll is being paid from.

Fund: Enter the fund code for the fund that the payroll is being paid from.



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SAP

FI Payroll Posting Report

Number of posting run: [] to []
Posting run status: 50 to []
☐ Simulation run

Business area: 0522 to []
Funds center: 701 to []
Fund: eta0100 to []
Commitment item: | to []
Order: [] to []
G/L account: [] to []
Cost center: [] to []
WBS element: [] to []

Example of Business area, Funds center and Fund selection

Posting document: [] to []
Document type: [] to []
Posting document status: [] to []
Document posting date: [] to []
Archive option: 3

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Execute Available budget (accrual)Agency/Fund/FC: Overview



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SAP

FI Payroll Posting Report

Number of posting run to
Posting run status 50 to
☐ Simulation run

Business area 0522 to
Funds center 701 to
Fund eta0100 to
Commitment item 1 to

Entries in this field are optional:

Commitment item: Appropriation (permission to spend) is granted by the legislature by commitment item. The relevant ones for payroll reporting are:

501:00:00 Regular Salaries

501:00:01 Extra Help

501:00:03 Personal Service Match

501:00:06 Overtime



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FI Payroll Posting Report

Number of posting run [] to []
Posting run status 50 to []
☐ Simulation run

Business area 0522 to []
Funds center 701 to []
Fund et a 0100 to []
Commitment item 001:00:03 to []

Commitment item selection example. This particular selection will pull up all financial postings for personal service match. Note that it is also possible to do multiple selections for this field.



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FI Payroll Posting Report

Number of posting run to
Posting run status 50 to
☐ Simulation run

Business area 0522 to
Funds center 701 to
Fund eta0100 to
Commitment item 501:00:03 to
Order | to
G/L account to
Cost center to
WBS element to

This field is optional.
Internal orders are additional classifications used for reporting purposes. Many agencies use internal orders to represent agency programs.

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SAP

FI Payroll Posting Report

Number of posting run: [] to []
Posting run status: 50 to []
☐ Simulation run

Business area: 0522 to []
Funds center: 701 to []
Fund: eta0100 to []
Commitment item: 501:00:03 to []
Order: [] to []
G/L account: [] to []
Cost center: [] to []
WBS element: [] to []

The next selection is for G/L (general ledger) account. This field is optional to use, but is a beneficial choice for specific reconciling needs. This is an account number assigned to a description of what the posting was for: salary, retirement, benefits, etc. It is possible to narrow down the report further by making a selection here.

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Assign Commitment Items to G/L Accounts

05/08/2002 16:02:18 Assign Commitment Items to G/L Accounts

CoCd	G/L acct	Short text	FMA	Cmnt item	Tr	ItmCat	Postbl
ARK	5010005000	03 FICA & Medic Exp	ARK	501:00:03	30	3	2
ARK	5010006000	03 Ben Ins Exp HAL	ARK	501:00:03	30	3	2
ARK	5010006500	Agency Cost of ARCAP	ARK	501:00:03	30	3	2
ARK	5010007000	03 Retirement Exp	ARK	501:00:03	30	3	2
ARK	5010008000	03 Unemploy Comp Exp	ARK	501:00:03	30	3	2
ARK	5010009000	03 Worker Comp Exp	ARK	501:00:03	30	3	2
ARK	5010010000	03 Work Comp Prem Tx	ARK	501:00:03	30	3	2

The possible general ledger codes for Commitment item 501:00:03. For example, users only interested in seeing postings for retirement could select 5010007000.

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FI Payroll Posting Report

Number of posting run 50 to

Posting run status 50 to

☐ Simulation run

Business area 0522 to

Funds center 701 to

Fund eta0100 to

Commitment item 501:00:03 to

Order to

G/L account to

Cost center to

WBS element to

This field is optional.

Cost Center: A cost collecting “bucket” for an agency that is assigned to one fund and funds center combination. To narrow the report to postings for only one cost center, select it here. It is also possible to select a range of cost centers or multiple cost centers.



Program Edit Goto System Help

SAP

FI Payroll Posting Report

Number of posting run: [] to []
Posting run status: 50 to []
☐ Simulation run

Business area: 0522 to []
Funds center: 701 to []
Fund: et a 01 00 to []
Commitment item: 501 : 00 : 03 to []
Order: [] to []
G/L account: [] to []
Cost center: [] to []
WBS element: [] to []

This field is optional.

WBS element: these are usually used to designate projects and grants. A user reporting on a federal grant, for example, might find it helpful to enter WBS elements for that grant in this selection to pull up a report with only payroll postings for that grant.

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SAP

FI Payroll Posting Report

Number of posting run: [] to []
Posting run status: 50 to []
☐ Simulation run

Business area: 0522 to []
Funds center: 701 to []
Fund: eta0100 to []
Commitment item: 501:00:03 to []
Order: [] to []
G/L account: [] to []
Cost center: [] to []
WBS element: [] to []
Vendor: [] to []

Document posting date: [] to []
Archive option: 3

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Vendor: This field is for internal use by AASIS Support Center only. Leave this field blank.



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SAP

FI Payroll Posting Report

Number of posting run: [] to []
Posting run status: 50 to []
☐ Simulation run

Business area: 0522 to []
Funds center: 701 to []
Fund: eta0100 to []
Commitment item: 501:00:03 to []
Order: [] to []
G/L account: [] to []
Cost center: [] to []
WBS element: [] to []
Vendor: [] to []
Wage type: [] to []

This is an optional field.

Wage type: If using this report to reconcile a benefit or deduction, a wage type may be entered. Otherwise, leave this field blank. The wage type will be reflected on the report. Please refer to the Wage type and GL account crosswalk (Appendix A).



Program Edit Goto System Help

SAP

FI Payroll Posting Report

Number of posting run: [] to []
Posting run status: 50 to []
☐ Simulation run

Business area: 0522 to []
Funds center: 701 to []
Fund: eta0100 to []
Commitment item: 501:00:03 to []
Order: [] to []
G/L account: [] to []
Cost center: [] to []
WBS element: [] to []
Vendor: [] to []
Wage type: [] to []
Posting document: [] to []

This is an optional field.

Posting document: This refers to the financial posting document number in AASIS. Most users will not make a selection here.

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Program Edit Goto System Help

SAP

FI Payroll Posting Report

Number of posting run: [] to []
Posting run status: 50 to []
☐ Simulation run

Business area: 0522 to []
Funds center: 701 to []
Fund: eta0100 to []
Commitment item: 501:00:03 to []
Order: [] to []
G/L account: [] to []
Cost center: [] to []
WBS element: [] to []
Vendor: [] to []
Wage type: [] to []
Posting document: [] to []
Document type: [] to []

This is an optional field.
Document type: Most users will not make a selection here.

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Program Edit Goto System Help

SAP

FI Payroll Posting Report

Multiple Selection for Posting document status

Number of posting
Posting run status
☐ Simulation run

Business area
Funds center
Fund
Commitment item
Order
G/L account
Cost center
WBS element
Vendor
Wage type
Posting document
Document type
Posting document status

1 Single Val Ranges Single vals Ranges

20
25

Copy Check Multiple selection...

to to

This field is REQUIRED.

Posting document status: Type in 20 and go to the multiple selections. Type in 25 on the single values page. Click copy.

AASIS Support Center
May, 2002

Copy



Program Edit Goto System Help

SAP

FI Payroll Posting Report

Number of posting run: [] to []

Posting run status: 50 to []

☐ Simulation run

Business area	0522	to	[]
Funds center	701	to	[]
Fund	ETA0100	to	[]
Commitment item	501:00:03	to	[]
Order	[]	to	[]
G/L account	[]	to	[]
Cost center	[]	to	[]
WBS element	[]	to	[]
Vendor	[]	to	[]
Wage type	[]	to	[]
Posting document	[]	to	[]
Document type	[]	to	[]
Posting document status	20	to	[]
Document posting date	[]	to	[]

The multiple selection button turns green, indicating that a selection has been made.



Program Edit Goto System Help

SAP

FI Payroll Posting Report

Number of posting run: [] to []

Posting run status: 50 to []

☐ Simulation run

Business area	0522	to	[]
Funds center	701	to	[]
Fund	eta0100	to	[]
Commitment item	501:00:03	to	[]
Order	[]	to	[]
G/L account	[]	to	[]
Cost center	[]	to	[]
WBS element	[]	to	[]
Vendor	[]	to	[]
Wage type	[]	to	[]
Posting document	[]	to	[]
Document type	[]	to	[]
Posting document status	[]	to	[]
Document posting date	08/01/2001	to	08/31/2001

This is an optional field.

Document posting date: Refers to the financial posting. Choose the date range that you wish to view. In this example, one month was selected.



Program Edit Goto System Help

SAP

FI Payroll Posting Report

Number of posting run: [] to []
Posting run status: 50 to []
☐ Simulation run

Business area: 0522 to []
Funds center: 701 to []
Fund: eta0100 to []
Commitment item: 501:00:03 to []
Order: [] to []
G/L account: [] to []
Cost center: [] to []
WBS element: [] to []
Vendor: [] to []
Wage type: [] to []
Posting document: [] to []
Document type: [] to []

Archive option: Defaults to 3. Accept the default.

Archive option: 3

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SAP

FI Payroll Posting Report

Number of posting run: [] to []
Posting run status: 50 to []
☐ Simulation run

Business area: 0522 to []
Funds center: 701 to []
Fund: eta0100 to []
Commitment item: 501:00:03 to []
Order: [] to []
G/L account: [] to []
Cost center: [] to []
WBS element: [] to []
Vendor: [] to []
Wage type: [] to []
Posting document: [] to []
Document type: [] to []

Once all of your desired selections have been made, execute the report.

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SAP

FI Payroll Posting Report

Choose Save Print preview

Fisc...	Pstng date	Run number	St.	Document	St.	Line	Bus...	Cost ctr	WBS elem.	Order	VA
2002	08/10/2001	590	50	128800	20	1	0522	364011		I0522001	11
2002	08/10/2001	590	50	128800	20	2	0522	364011		I0522001	11
2002	08/10/2001	590	50	128800	20	3	0522	364011		I0522001	94
2002	08/10/2001	590	50	128800	20	3	0522	364011		I0522001	94
2002	08/10/2001	590	50	128800	20	3	0522	364011		I0522001	94
2002	08/10/2001	590	50	128800	20	3	0522	364011		I0522001	94
2002	08/10/2001	590	50	128800	20	3	0522	364011		I0522001	94
2002	08/10/2001	590	50	128800	20	3	0522	364011		I0522001	94
2002	08/10/2001	590	50	128800	20	4	0522	364011		I0522001	94
2002	08/10/2001	590	50	128800	20	4	0522	364011		I0522001	94
2002	08/10/2001	590	50	128800	20	4	0522	364011		I0522001	94
2002	08/10/2001	590	50	128800	20	4	0522	364011		I0522001	94
2002	08/10/2001	590	50	128800	20	4	0522	364011		I0522001	94
2002	08/10/2001	590	50	128801	20	1	0522	364011		I0522004	11
2002	08/10/2001	590	50	128801	20	2	0522	364011		I0522004	94
2002	08/10/2001	590	50	128801	20	2	0522	364011		I0522004	94

The report is displayed. Scroll over to see more of the report.

2002 08/10/2001 590 50 128801 20 3 0522 364011 I0522004

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SAP

FI Payroll Posting Report

Choose Save Print preview

Wag...	Pers.no.	SSN	Amount	Funds ctr	Fund	G/L acc	Crmt item
1253	9159		333.68	701	ETA0100	5010001000	501:00:00
1200	9183		450.00	701	ETA0100	5010002000	501:00:01
9406	9183		6.52	701	ETA0100	5010005000	501:00:03
9404	9087		187.44	701	ETA0100	5010005000	501:00:03
9406	9087		43.84	701	ETA0100	5010005000	501:00:03
9404	9159		47.88	701	ETA0100	5010005000	501:00:03
9406	9159		11.20	701	ETA0100	5010005000	501:00:03
9404	9183		27.90	701	ETA0100	5010005000	501:00:03
9388	9159		200.21	701	ETA0100	5010006000	501:00:03
9312	9087		198.07	701	ETA0100	5010006000	501:00:03
9302	9087		61.93	701	ETA0100	5010006000	501:00:03
9302	9159		35.73	701	ETA0100	5010006000	501:00:03
9312	9159		84.27	701	ETA0100	5010006000	501:00:03
1200	9978		1,608.32	701	ETA0100	5010001000	501:00:00
9406	9978		22.73	701	ETA0100	5010005000	501:00:03
9404	9978		97.19	701	ETA0100	5010005000	501:00:03

The rest of the report is displayed. A discussion of the report fields follows.

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Fiscal yr
2002

The state fiscal year is displayed.

Pr Pstng date
2 08/10/2001

The first posting date is the HR Payroll posting date.

Run number
590

The run number refers to the HR Payroll run number.

Pr St.
0 50
0 60

St. is the run status. This will be either 50 for posted or 63 for reversal.

Document
128800

The first document number is the HR Payroll posting document number



St
20

St. is the document status. This will be either 20 for posted or 25 for reversal. These correspond to the 50 and 63 in the posting run.

Line
1

Line is the number of the line on the document.

Bus
0522

Bus. Lists the business area

Cost ctr
364011

The next three fields are the cost objects that the document was posted to: the cost center for real posting for funds and funds centers, the WBS elements for projects and grants reporting and the Internal Order, usually used by agencies to report programs.

WBS elem.

Order
0522001



Wage type
1200

Wage type is the AASIS Wage type number for the type of transaction.

Pers.no.
9087

Pers no. is the AASIS employee number for the person this transaction is for.

SSN

SSN is the social security number. This field is pulled in by AASIS, but not shown in this demo for security reasons.

Amount
2,563.24

Amount is the dollar amount of the transaction.

Funds ctr
701

Funds center is the appropriation that this transaction was paid out of.

Fund
ETA0100

Fund is the fund that this transaction was paid out of.



G/L acc	Cmmt item
5010001000	501:00:00
-----	-----

G/L account and Cmmt item. The general ledger accounts are numbers which tell what the money was spent for. Each general ledger account refers to only one commitment item. The general ledger accounts and corresponding commitment items for the financial posting of human resource expenditures are listed on the next page.



G/L acct	Short text	FMA	Cmmt item
5010001000	00 Regular Salaries	ARK	501:00:00
5010002000	01 Extra Help Sal	ARK	501:00:01
5010005000	03 FICA & Medic Exp	ARK	501:00:03
5010006000	03 Ben Ins Exp HAL	ARK	501:00:03
5010006500	Agency Cost of ARCAP	ARK	501:00:03
5010007000	03 Retirement Exp	ARK	501:00:03
5010008000	03 Unemploy Comp Exp	ARK	501:00:03
5010009000	03 Worker Comp Exp	ARK	501:00:03
5010010000	03 Work Comp Prem Tx	ARK	501:00:03
5010003000	06 Overtime Salaries	ARK	501:00:06



Payroll Posting Report vs. GD20 and Wage Type Reporter

- In the past, users have been asked to reconcile information between the GD20 Financial Report and the Wage Type Reporter in Human Resources.
- The ZPP_FI_REPORT combines fields of these two reports.



Payroll Posting Report vs. GD20 and Wage Type Reporter

- The GD20 report does not have a wage type field. It was necessary for users to determine which GL Accounts would map to wage type financial postings. In many cases, one GL Account contains multiple wage types.
- Matching up the two reports was a time consuming process.